

Guidelines for a Substitute School Nurse

The school nurse shall prepare a manual or folder to be used by a substitute school nurse. The manual will provide the substitute school nurse with information regarding the following:

1. The organizational chart of the school showing line of responsibility
2. List of administration, staff and teachers
3. List of resource nurses available in the region and telephone numbers
4. Layout of the school
5. Responsibilities for the substitute
6. School policies related to health and emergency protocols
7. Class rosters
8. List of students
 - a. With special health needs
 - b. On daily medication (i.e. name, dosage, time)
9. Location of IHP's, protocols and procedures
10. Important telephone numbers
11. Process for notifying parents and sending sick students home
12. Record keeping/student files/emergency phone numbers for students
13. Location of supplies (i.e. first aid, adrenalin, medications)
14. Location of Vermont Standards of Practice: School Health Services Manual